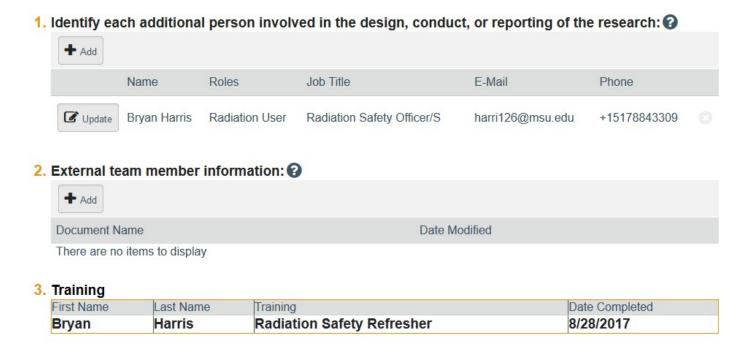


External (Non-MSU) Team Members

This Quick Guide provides instructions for adding an External (non-MSU) team member to a Safety submission.

Navigate to the Team Members SmartForm page.

Team Members

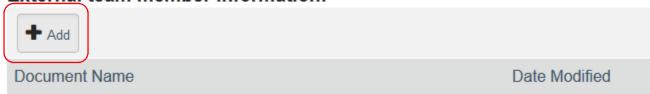




If the External (non-MSU) individual does not require log in access to the Click Safety module to view or edit the submission:

- 1. Identify External (non-MSU) team members in a document (e.g., Word, Excel).
- 2. Question 2 select **Add**.

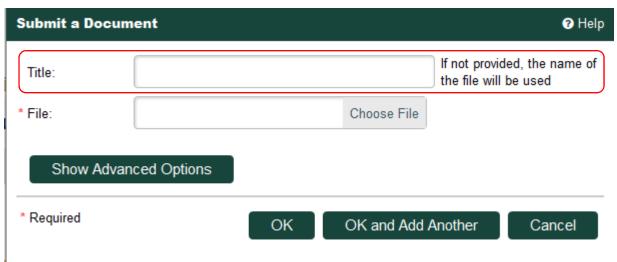
External team member information:



There are no items to display

3. Upload document.

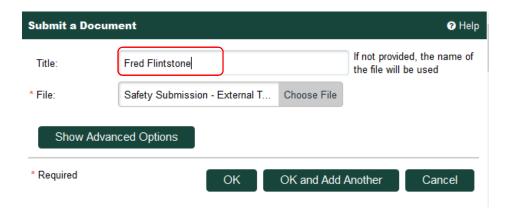
Biosafety external team member form: https://ehs.msu.edu/_assets/docs/bio/external-team-members_safety.docx



Helpful hint: Identify the External team member in the 'Title' data filed.



As an example, the document being submitted is titled as the team member's name:



The document name will be displayed as the title entered during uploading.

2. External team member information:



Notes:

- Individuals are listed on the Study Team but DO NOT have view/edit access to the submission.
- You DO NOT need to obtain a NetID for External team members. You only need to
 obtain a NetID if the individual requires log in access and the ability to view or edit the
 submission in Click. Otherwise, list External team members on the submission as
 described above.



If the External (non-MSU) individual requires log in access to the Click Safety module to view or edit the submission:

Click uses MSU NetID login and MFA authentication.

- Obtain a NetID for the individual through the <u>MSU ID Office</u>
 (http://idoffice.msu.edu/ or 517-355-4500).
 Sponsoring department select the link: https://netid.msu.edu/other/index.html; select "Login-only NetID Request Form for Individuals" and complete the Qualtrics form.
- The individual must <u>activate the NetID</u> and login to <u>auth.msu.edu</u> to establish their MFA credentials.
- The sponsoring department must submit a generic <u>eARM form</u> to request access as a Click Affiliate. Please include the individual's department, email, and phone number and the request for access to the Click Safety module as a Click Affiliate (role). Also include the business need for access.
- Once access is granted, the individual will need to log into Click.
- After login, the individual's name will be available for selection (Question 1) on the Team Members SmartForm page.

Question 1: select Add.

Team Members

1. Identify each additional person involved in the design, conduct, or reporting of the research:



There are no items to display